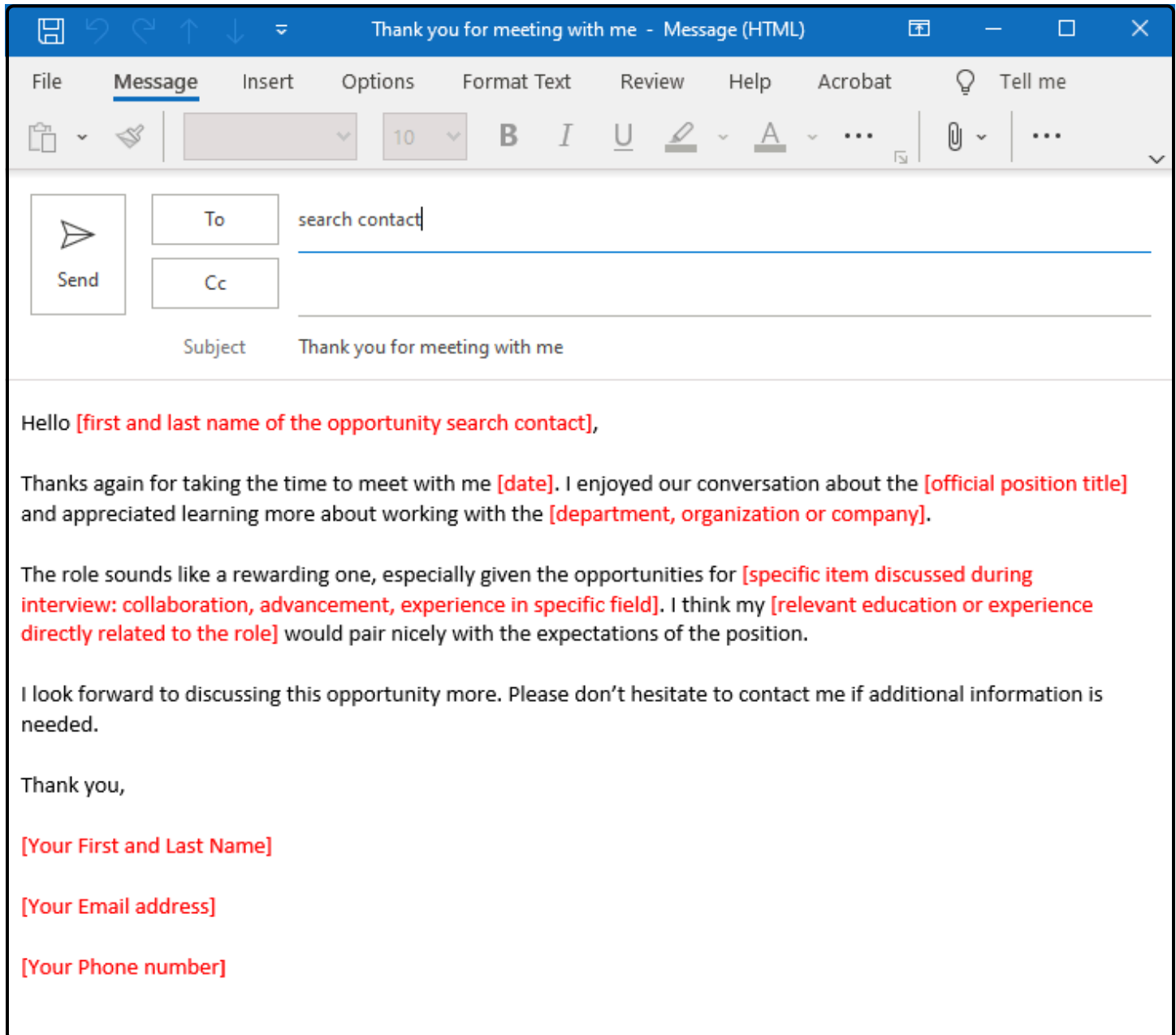


# Thank You Message Example

View the [BUILD - Resume & Application Materials](#) webpage for more tailored advice.



The screenshot shows an email client window titled "Thank you for meeting with me - Message (HTML)". The interface includes a menu bar with "File", "Message", "Insert", "Options", "Format Text", "Review", "Help", "Acrobat", and "Tell me". Below the menu is a toolbar with icons for attachments, undo, redo, font size (set to 10), bold, italic, underline, text color, and background color. The email composition area has a "Send" button, a "To" field with "search contact" entered, a "Cc" field, and a "Subject" field with "Thank you for meeting with me". The body of the email contains the following text:

Hello [first and last name of the opportunity search contact],

Thanks again for taking the time to meet with me [date]. I enjoyed our conversation about the [official position title] and appreciated learning more about working with the [department, organization or company].

The role sounds like a rewarding one, especially given the opportunities for [specific item discussed during interview: collaboration, advancement, experience in specific field]. I think my [relevant education or experience directly related to the role] would pair nicely with the expectations of the position.

I look forward to discussing this opportunity more. Please don't hesitate to contact me if additional information is needed.

Thank you,

[Your First and Last Name]

[Your Email address]

[Your Phone number]

